



KING COUNTY
ADMINISTRATIVE SPECIALIST I
(Jail Mail Clerk)
DEPARTMENT OF ADULT & JUVENILE DETENTION
Hourly Salary \$13.69 - \$17.35
Job Announcement No.: 03RM3458
Opening Date: 07/23/03 Closing Date: 08/01/03

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials must be sent to: **The Human Resources Division, 500 4th Avenue, Room 450, Seattle, WA 98104 by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.)** **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: Submit the following: [King County application form, including data sheet](#), questionnaire on page two of this announcement, resume and letter of interest detailing your background and describing how you meet or exceed the requirements.

WORK LOCATION: King County Corrections Facility, 500 5th Avenue, Seattle, WA

WORK SCHEDULE: This position is overtime eligible and works a 40-hour workweek - Monday through Friday from 8:00 AM to 4:30 PM.

PRIMARY JOB FUNCTIONS:

1. Sort and label mail for delivery.
2. Locate jail inmates by name, number, and location using a computer terminal.
3. Open and check mail for contraband.
4. Deliver mail within the detention facility and to outside facilities such as the King County Administration Building, Courthouse, Post Office, etc.
5. Fill out and complete necessary forms and narrative reports.
6. Operate standard office machines such as a letter opener and postage meter.
7. Answer phones and handle calls regarding mail.

QUALIFICATIONS: Skill in using the computer to enter and retrieve data and information. Ability to work quickly and accurately count and work with numbers; physical ability to push a heavy chart up and down hills and lift 30 pounds; ability to communicate clearly, write legibly, and understand and speak the English language.

SELECTION PROCESS: Applicants will be evaluated based upon the application materials. Additional computer skills testing will also be required. Those applicants who are most competitive will be referred to the Department of Adult & Juvenile Detention for additional steps in the screening process. An offer of employment will be contingent on the successful completion of a pre-employment **background investigation, including police checks, fingerprints, and a polygraph examination.** Due to the physical demands of these positions, the selected candidate will be required to pass a physical examination.

UNION MEMBERSHIP: Positions in this classification are represented by Local 519 of Public Safety Employees.

JAIL MAIL CLERK APPLICANT QUESTIONNAIRE

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

Name: (print): _____

In order to be considered for these positions, you must answer the following employment conditions and background questions. Circle your answers in the table on this page. Please answer carefully. **All answers may be verified in the course of the required background investigation and polygraph examination or interview. Dishonest answers will be grounds for rejecting your application.**

CAN YOU UNDERSTAND AND SPEAK THE ENGLISH LANGUAGE?	YES	NO
CAN YOU WRITE LEGIBLY AND COMPLETE FORMS AND NARRATIVE REPORTS?	YES	NO
CAN YOU USE A COMPUTER TO RETRIEVE INFORMATION?	YES	NO
CAN YOU EASILY LIFT MAIL BAGS WEIGHING 30 LBS.?	YES	NO
CAN YOU PUSH A HEAVY CART LOADED WITH MAIL TO VARIOUS LOCATIONS WITHIN A TWO BLOCK RADIUS?	YES	NO
CAN YOU PERFORM REPETITIVE TASKS SUCH AS SORTING AND OPENING MAIL CONTINUALLY FOR SEVERAL HOURS?	YES	NO
ARE YOU WILLING TO WORK IN A SECURED FACILITY IN CONFINED, SMALL, AND ENCLOSED SPACES?	YES	NO
ARE YOU WILLING TO SEARCH MAIL FOR CONTRABAND, INCLUDING DRUGS OR POTENTIAL WEAPONS?	YES	NO
CAN YOU PASS A THOROUGH BACKGROUND INVESTIGATION? Applicants are required to pass a thorough investigation of their background, including a polygraph examination. This includes an investigation of conviction records, employment and education history, character and reputation in the community, etc. Applicants may be rejected for criminal behavior, drug use, or any indications in the areas listed.	YES	NO
A. HAVE YOU BEEN CONVICTED OF A FELONY AS AN ADULT?	YES	NO
B. HAVE YOU BOUGHT, SOLD, POSSESSED, TRANSPORTED OR USED MARIJUANA WITHIN THE LAST THREE YEARS?	YES	NO
C. HAVE YOU BOUGHT, SOLD, POSSESSED, TRANSPORTED OR USED ANY OTHER CONTROLLED SUBSTANCE SUCH AS COCAINE, OPIATES, LSD, OR OTHER ILLEGAL, NON-PRESCRIPTION DRUGS WITHIN THE LAST FIVE YEARS?	YES	NO
D. HAVE YOU EVER COMMITTED ANY SERIOUS ILLEGAL ACTS (WHETHER OR NOT YOU WERE CAUGHT)? (This does <i>not</i> include crimes such as shoplifting a pack of gum as a juvenile.) <i>Misdemeanors committed after the age of 18 will be screened on an individual basis.</i>	YES	NO
E. HAVE YOU BEEN FREQUENTLY LATE OR ABSENT FROM WORK WITH YOUR CURRENT OR PAST EMPLOYERS?	YES	NO
F. HAVE YOU PREVIOUSLY FAILED OR WITHDRAWN FROM ANY PART OF A BACKGROUND INVESTIGATION WITH KING COUNTY?	YES	NO
G. HAVE YOU EVER BEEN TERMINATED OR RESIGNED IN LIEU OF TERMINATION FROM ANOTHER CRIMINAL JUSTICE AGENCY?	YES	NO
DO YOU POSSESS A VALID WASHINGTON STATE DRIVER'S LICENSE OR CAN YOU OBTAIN ONE BY THE DATE OF EMPLOYMENT?	YES	NO
ARE YOU WILLING TO UNDERGO A THOROUGH MEDICAL EXAMINATION, PSYCHOLOGICAL EVALUATION, AND BACKGROUND INVESTIGATION, INCLUDING A POLYGRAPH, AS A CONDITION OF EMPLOYMENT?	YES	NO

Signature

Date